

Records 4-2
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RETURN TO

RECORDS MANAGEMENT DIVISION

AUG 17 1966
File

25X1A9a **ATTN : Mr. [REDACTED]**

Chief, Management Staff

Records Management

25X1A9a 1. In accordance with a discussion of 15 August with
25X1A9a Mr. [REDACTED], our proposed meeting with you, [REDACTED]
25X1A9a [REDACTED] will be postponed until after 1
September. The purpose of this meeting is to decide upon the
extent of Management Staff participation in the DD/P Records
Management Program.

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2. My position in respect to the functions of the Records
Management part of the Staff is as follows:

- a. We are responsible for providing the operators with technical advice and staff supervision in respect to the Records Management program.
- b. Also, we are responsible for auditing or monitoring the activities of each office in respect to this program.
3. The Records Management Program is in these parts:
 - a. The whole matter of records disposition - which I deem to be making the Agency the most profit.
 - b. Vital Materials - The timely selection, transfer to, and maintenance in an Agency designated repository of record materials, documents, and files which are essential to the continued operation of CIA in an emergency and the destruction of which would constitute a serious or irreplaceable loss.
 - c. Forms Management - The analysis, design and control of forms.
 - d. Records Maintenance - The establishment of standard procedures, systems, equipment, and supplies for records maintenance.

- e. Reports Management - The analysis, improvement, and control of administrative reporting.
- f. Correspondence Management - The application of improved standards and procedures for the preparation and handling of correspondence.

h. This whole conception means that we act as the guiding influence dealing with your records management officers - they being responsive to our advice and guidance.

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MgtS/ (8/16/56)

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